

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**623.1
ADMINISTRATIVE REGULATION
Student Field Experiences**

DESCRIPTIONS

Curricular Related Field Experiences: These experiences are directly linked to the outcomes of the school's educational program and students may be assessed on outcomes related to knowledge or skills related to the field trip experiences. While fund raising is permitted, additional fees to students may not be charged. These trips are not optional although students may be exempted under special circumstances.

Examples: Museum; Science World

Co-Curricular and Extra-Curricular Field Experiences: These activities although not directly linked to the learning outcomes for the school's educational program have direct educational value. Fund raising or additional fees for students for these activities are permitted. Parents and students must be advised that participation is optional.

Examples: School Teams; Student Leadership Programs

Travel for Educational Growth: Various organizations and commercial companies sponsor and/or assist in student travel or exchange programs. These activities support student development from a more global perspective and may not be linked to a particular program of studies. Fund raising or additional fees to students for these activities are permitted. Parents and students must be advised that participation is optional.

Examples: "Open House Canada" or Board sanctioned student exchange programs; Spring Break European Travel

APPROVAL CATEGORIES

Routine: All field experiences which take place and are completed within one calendar day require the permission of the principal. A record of these field experiences shall be kept by the principal at the school.

Cross Refs: Schools Protection Program-Administrators Handbook to Schools' Insurance; Youthsafe Outdoors: Off-site Experiences Safety for BC Schools; Policies 513, 902

Adopted: May 26, 1992

Reviewed: January 20, 2004

Revised: December 12, 1995, January 9, 1997, March 24, 1998, November 14, 2000, August 15, 2010

Special: All field experiences that involve more than one calendar day require the approval of the Superintendent or designate. These requests must comply with all appropriate regulations and must be approved at least twenty school (20) days prior to the date for which the program is planned. A record of these field experiences will be kept by the Superintendent's office.

Unique: All field experiences which involve:

- five (5) calendar days or more;
- travel outside of Canada or Washington State;
- travel for Educational Growth;
- any destination or activity that involves increased risk for students.

These must receive approval in principle from the Superintendent or designate before the parents/guardians are formally contacted. These requests must comply with all appropriate regulations and must receive approval at least fifty (50) school days prior to the date for which the event is planned. A record of these field experiences will be kept in the Superintendent's office.

Provisions will be made for expedited approval for unscheduled or unusual events where usual advance notice is not possible. The Superintendent shall provide regular reports to the Board regarding special and unique field experiences.

The Superintendent and/or designate can cancel all field experiences to destinations that are considered to be unsafe by the Canadian Public Health Organization.

PROCEDURAL REQUIREMENTS

1. Approval for special or unique field experiences shall be requested using the authorized approval form (**Form 623.1A**).
2. Satisfactory arrangements must be made for the instruction of students who are not participating in the activity. The use of teachers on call (TOCs) must be approved by the Superintendent or designate.
3. Written parental approval is required. For repetitive or frequently scheduled activities such as inter-school games or walks adjacent to the school, the school may follow the procedure of securing written parental permission for the year or term. (**Form 623.1B - Routine**) (**Form 623.1C – Special/Unique**)
4. Any fund raising activities shall be in accordance with Board policy and regulation 918 (P) and 918.1 (AR). Fund raising activities shall commence after approval in principle for the field experience has been granted.

5. It is the responsibility of the principal to ensure that the parent/guardian of each student involved in a field experience is notified regarding the requirements for a field experience procedures.
6. A district medical form must be completed by each student participating in Special or Unique Field Experiences. **(Form 623.1D)** Where prescribed medication for a student is necessary, school personnel must follow Board Policy 506 – Administering Medicines to Students.
7. An itinerary of each field experience and roster of participants must be available in the school office for reference. (For Unique Field Experiences, a copy of the itinerary of each field experience and the roster of participants must also be submitted to the Superintendent or designate).
8. In the case of a field experience outside Canada, the parent/guardian of the participating student must provide proof of citizenship or status and evidence of adequate medical insurance.
9. All field experiences must be under the supervision of at least one teacher/administrator who shall be named as supervisor. Sufficient additional adult supervision other than the sponsor shall be provided for any field experience for larger student groups or where student safety is a significant factor.
10. The principal and the field experience supervisor shall ensure that all provisions for safety and supervision are established in advance and clearly communicated to parents and students. The principal is responsible for determining the level of supervision required by the trip and for approving suitable supervisors. The field experience supervisor should ensure appropriate first aid supplies are accessible.
11. For field experiences involving swimming activities, the principal must ensure supervision by a person(s) with minimum of a Royal Lifesaving Bronze Cross level lifesaving certificate (a student with certification may act as a lifeguard providing the activity is supervised by an adult).
12. For field experiences involved in boating activities, all students must have swimming skills at the Red Cross survival swimming level (Level 5) or equivalent as a minimal requirement. All participants in boating activities must wear an approved personal flotation device. For boating activities involving canoeing or kayaking, the adult instructor must have appropriate certification or equivalent experience.
13. The use of approved helmets is required for skating, cycling, skiing, snowboarding or other activities that might result in head injuries.

For further reference see *Youthsafe Outdoors: Off-site Experience Safety for BC Schools*.

TRANSPORTATION

Transportation shall be by school district or other authorized public carrier. Use of private vehicles with volunteer drivers, is permitted only if they are adequately insured and operated by a designated individual with the necessary qualifications.

Parents or guardians must be informed as to the type of transportation that will be used. Parents must be clearly informed if students are required to arrange their own transportation.

1. If transportation for field experiences is provided, it shall be in one of the following modes:

School District Transportation: arrangements to be made through the Transportation Department.

Approved Transportation Carriers: eg, commercial travel companies.

Volunteer Drivers: as approved by the principal.

2. If volunteer drivers with private vehicles are to be used, the principal must ensure the following requirements are met:
 - The driver must have a valid class 5 driver's license which permits the operation of a passenger vehicle.
 - Seating capacity, including driver, shall be 10 persons or less.
 - There are reasonable grounds to believe that the vehicle is in safe working order.
 - Secondary students in the school district are not authorized to act as volunteer drivers.
 - The volunteer driver has completed the Volunteer Driver Authorization form prior to the field experience. (**Form 623.1E**)
 - Where overnight trips are involved, the volunteer driver has submitted an RCMP criminal records search.
 - The volunteer driver has submitted a driver abstract or has been asked to disclose information about their driving record regarding motor vehicle accidents and traffic violations.
 - No financial remuneration is provided to volunteer drivers.
 - In addition to the driver, no more than one passenger may occupy the front seat. Additional passengers may only occupy positions in

seats other than the front seat. Seat belts must be worn by all passengers.

- Elementary students shall not be seated in the front seat of vehicles equipped with air bags. Booster seats are mandatory for children over 18 kg (40 lbs) until their 9th birthday, unless they have reached the height of 145 cm (4' 9").
- The principal or designate must ensure that the driver is provided with a passenger list and destination for each trip including a meeting time and location. The principal should also ensure that students have an alternate plan should the volunteer driver be unable to meet the driving commitment.
- The principal shall ensure that volunteer drivers of private vehicles carry a minimum of \$1,000,000 third party liability insurance. Schools Protection Program (SPP) provides additional automobile liability coverage in excess of the \$1,000,000.

Fifteen (15) Passenger Vans: the risk of a high rollover crash exists when ten (10) or more people ride in these vans. This increased risk occurs because the passenger weight raises the vehicles centre of gravity and causes it to shift rearward, making it more inclined to rollover and more difficult to control in an emergency situation. In order to minimize the risk of rollover the following safety precautions are to be adhered to:

- keep load limited to 9 passengers including the driver
- check tire pressure daily before every trip
- require all occupants to use their seat belts or appropriate child restraint
- if at all possible, seat passengers and cargo forward of the rear axel and avoid placing any loads on the roof or towing a trailer
- be mindful of speed and road conditions
- the driver must hold a commercial class 4 license to operate a 15-passenger van